

EIA-863 PETROLEUM PRODUCT SALES IDENTIFICATION SURVEY INSTRUCTIONS

1. PURPOSE

The Energy Information Administration (EIA) Form EIA-863, "Petroleum Product Sales Identification Survey," is designed to obtain information on the size, type, and geographic location of fuel oil-related business concerns. The data are used to monitor these activities, and to report to the Congress and others when requested.

2. WHO MUST SUBMIT

The Form EIA-863 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by every firm who receives this form.

Section 8 explains the possible sanctions for failing to report.

3. WHEN TO SUBMIT

The Form EIA-863 must be completed and postmarked for return to EIA by **March 26, 2004**.

4. WHERE TO SUBMIT

The Form EIA-863 may be submitted to the EIA by mail, facsimile, e-mail, or secure electronic file transfer. Should you choose to submit your data via e-mail, we must advise you that e-mail is an insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised.

Mail: Energy Information Administration, EI-45
U.S. Department of Energy
PO Box 60928
Washington, D.C. 20077-0039
Attn: Form EIA-863

Fax: 1- (301) 572-0936

E-mail: OOG.SURVEYS@eia.doe.gov

Secure File Transfer:
<https://idc.eia.doe.gov/upload/noticeoog.jsp>

5. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

www.eia.doe.gov/oil_gas/petroleum/survey_form/survey_form_s.html

You may also access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Place the cursor on *By Fuel* near the center of the page and click on *Petroleum* from the drop down menu
- Click on *Survey Forms* on the left side of the page
- Select the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

6. HOW TO COMPLETE THE SURVEY FORM

General Instructions

Report all volumes in **actual gallons**. Enter data for sales made during the entire calendar year 2002 or that portion of 2002 that you owned and operated the company. Report sales volumes in the State where the transfer of title occurred.

Report your firm's entire sales. This includes sales made directly by the parent, subsidiaries, divisions, branches, and outlets. (See Specific Instructions – *Item 24* for details.)

If your firm receives more than one copy of form EIA-863, please complete all information on one of the forms and write the following on the duplicate copy(ies): "Duplicate to ID No. XXXXXXXXXXXX." Be sure to fill in the "X's" with the 10-digit EIA ID number from the form that you completed. Return all forms to EIA.

Subsidiaries that receive the Form EIA-863 should mark *item "9d"* and fill in the name and address of your parent company in *items 10-18* on page 1 of the form and return it to EIA.

PART I. RESPONDENT IDENTIFICATION DATA

Items 1 through 8: Enter the 10-digit identification number. Enter respondent identification information.

Items 9a through 9f: Check the appropriate box (a - f) that best describes your company's operating status at the end of 2002. (Check only one box.)

Item 10: Complete if you checked *item 9c*, providing the date that your company ceased.

Items 10 through 18: Complete if you checked *9b, 9d, or 9e*, providing the date, company name and address of the company you sold to, merged with, leased to, are a subsidiary of, or are a commissioned agent for, and the transaction date of the sale, merger, etc.

PART II. TOTAL SALES VOLUMES

Item 19: Check "Yes" or "No."

Item 20: Complete if you checked "Yes" to *Item 18*. Report your firm's entire sales for 2002 of No. 2 Distillate, No. 2 Diesel, No. 5 and No. 6 Residual Fuel Oil, Motor Gasoline, and Propane. Report in **actual gallons**. Parent companies should include all sales made by their subsidiaries, branches, divisions and outlets.

Report sales volumes by State and Petroleum Category. For example, if your firm sold 10,550 gallons of No. 2 Distillate home heating oil to residential homes in Alabama, enter the 2-letter State Standard Abbreviation "AL" in the space provided at the top of the first column and enter "10,550" for *item 20a* in the first column. Additionally, if your firm sold 55,000 gallons of No. 2 Distillate fuel oil to apartments for heating in Alabama, enter "55,000" for *item 20b* in the first column.

Sales for each subsequent State should be reported in the same manner, using a separate column for each State in which your firm sold product. If your firm has sales in more than two States, use copies of Part II and attach them to the original form. If your firm does not have the information requested on sales by the petroleum categories readily available, reasonably accurate estimates of the sales volumes by State and Petroleum Category may be provided.

If you have questions regarding the appropriate category in which to report a particular type of sale, consult the Definitions section of these instructions or call 1-800-382-0630 for assistance.

Item 21 – Check the box (or boxes) of all petroleum products that your firm sells. Note: *Item 21* excludes the following products for which you have already reported volumes: No. 2 Distillate, No. 2 Diesel, No. 5 and No. 6 Residual Fuel Oil, Motor Gasoline, and Propane.

Item 22: Check the appropriate box(es).

Item 23: Check the appropriate box.

7. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title 5, Subtitle A, Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every Energy Information Administration employee as well as every agent has taken an oath and is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information about you.

8. SANCTIONS

The timely submission of Form EIA-863 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal violation.

The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

9. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

LIST OF STANDARD STATE ABBREVIATIONS

AL ... Alabama	KY ... Kentucky	ND ... North Dakota
AK ... Alaska	LA ... Louisiana	OH ... Ohio
AZ ... Arizona	ME ... Maine	OK ... Oklahoma
AR ... Arkansas	MD ... Maryland	OR ... Oregon
CA ... California	MA ... Massachusetts	PA ... Pennsylvania
CO ... Colorado	MI ... Michigan	RI ... Rhode Island
CT ... Connecticut	MN ... Minnesota	SC ... South Carolina
DE ... Delaware	MS ... Mississippi	SD ... South Dakota
DC ... District of Columbia	MO ... Missouri	TN ... Tennessee
FL ... Florida	MT ... Montana	TX ... Texas
GA ... Georgia	NE ... Nebraska	UT ... Utah
HI ... Hawaii	NV ... Nevada	VT ... Vermont
ID ... Idaho	NH ... New Hampshire	VA ... Virginia
IL ... Illinois	NJ ... New Jersey	WA ... Washington
IN ... Indiana	NM ... New Mexico	WV ... West Virginia
IA ... Iowa	NY ... New York	WI ... Wisconsin
KS ... Kansas	NC ... North Carolina	WY ... Wyoming

DEFINITIONS

ASTM – The acronym for the American Society for Testing and Materials.

Agriculture - An energy-consuming subsector of the industrial sector that consists of all facilities and equipment engaged in growing crops and raising animals.

Aviation Gasoline (Finished) - A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in aviation reciprocating engines. Fuel specifications are provided in ASTM Specification D 910 and Military Specification MIL-G-5572. *Note:* Data on blending components are not counted in data on finished aviation gasoline.

Commissioned Agent – An agent who wholesales or retails a refined petroleum product under a commission arrangement. The agent does not take title to the product or establish the selling price, but receives a percentage or fixed fee for serving as an agent. (Commissioned Agent sales volumes should be reported by the firm who holds the title to the product).

Conventional Gasoline – See Motor Gasoline (finished).

Dealer Tank Wagon (DTW) Sales – Wholesale sales of gasoline priced on a delivered basis to a retail outlet.

Distillate Fuel Oil - A general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils. Products known as No. 1, No. 2, and No. 4 diesel fuel are used in on-highway diesel engines, such as those in trucks and automobiles, as well as off-highway engines, such as those

in railroad locomotives and agricultural machinery. Products known as No. 1, No. 2, and No. 4 fuel oils are used primarily for space heating and electric power generation.

- a. **No. 1 Distillate** - A light petroleum distillate that can be used as either a diesel fuel (see No. 1 Diesel Fuel) or a fuel oil (see No. 1 Fuel Oil).
 - (1) **No. 1 Diesel Fuel** - A light distillate fuel oil that has distillation temperatures of 550 degrees Fahrenheit at the 90-percent point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines generally operated under frequent speed and load changes, such as those in city buses and similar vehicles.
 - (2) **No. 1 Fuel Oil** - A light distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 550 degrees Fahrenheit at the 90-percent point and meets the specifications defined in ASTM Specification D 396. It is used primarily as fuel for portable outdoor stoves and portable outdoor heaters.
- b. **No. 2 Distillate** - A petroleum distillate that can be used as either a diesel fuel (see No. 2 Diesel Fuel) or a fuel oil (see No. 2 Fuel Oil).
 - (1) **No. 2 Diesel Fuel** - A fuel that has distillation temperatures of 500 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent

recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines that are generally operated under uniform speed and load conditions such as those in railroad locomotives, trucks, and automobiles.

- (2) **No. 2 Fuel Oil (Heating Oil)** - A distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used in atomizing type burners for domestic heating or for moderate capacity commercial/industrial burner units.
- (3) **No. 2 Fuel Oil (Heating Oil) (Residential)** - Private household customers who purchase fuel oil for the specific purpose of heating their home, water heating, cooking, etc., **exclude** agricultural, and apartment buildings, **include** heating farm houses.
- (4) **No. 2 Fuel Oil and No. 2 Diesel Sold to Consumers for All Other End Uses** - Those consumers who purchase fuel oil or diesel fuel for their own use including: commercial/institutional buildings (including apartment buildings), manufacturing and nonmanufacturing establishments, agricultural use (**exclude farm houses**), motor vehicles, commercial or private boats, military, governments, electric utilities, railroads, construction and logging or any other nonresidential end use purpose.
- (5) **No. 2 Fuel Oil and No. 2 Diesel Sold to Refiners Who Will Resell the Product** - Include all volumes of No. 2 Fuel Oil and No. 2 Diesel purchased by a trade or business with the intent of reselling the product to the ultimate consumer.

c. **No. 4 Fuel Oil** - A distillate fuel oil made by blending distillate fuel oil and residual fuel oil stocks. It conforms with ASTM Specification D 396 or Federal Specification VV-F-815C and is used extensively in industrial plants and in commercial burner installations that are not equipped with preheating facilities. It also includes No. 4 diesel fuel used for low- and medium-speed diesel engines and conforms to ASTM Specification D 975.

End User - A firm or individual which purchases products for its own consumption and not for resale (i.e., an ultimate consumer).

Firm - Any association, company, corporation, estate, individual, joint venture, partnership, or sole proprietorship or any other entity, however organized, including charitable or educational institutions, and the Federal Government including corporations, departments, federal agencies, and other instrumentalities, and State and local governments.

Gasohol - A blend of finished motor gasoline and alcohol (generally ethanol but sometimes methanol) at a concentration between 5.7 and 10 percent by volume.

Jet Fuel (Kerosene-type) - A kerosene-based product having a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point and a final maximum boiling point of 572 degrees Fahrenheit and meeting ASTM Specification D 1655 and Military Specifications MIL-T-5624P and MIL-T-83133D (Grades JP-5 and JP-8). It is used for commercial turbojet and turboprop aircraft engines.

Kerosene - A light petroleum distillate that is used in space heaters, cook stoves, and water heaters and is suitable for use as a light source when burned in wick-fed lamps. Kerosene has a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point, a final boiling point of 572 degrees Fahrenheit, and a minimum flash point of 100 degrees Fahrenheit. Included are No. 1-K and No. 2-K, and the two grades recognized by ASTM Specification D 3699 as well as all grades of kerosene called range or stove oil, which have properties similar to No. 1 Fuel Oil.

Merger - A combining of companies or corporations, into one, often by issuing stock of the controlling corporation to replace the greater part of that of the other.

Motor Gasoline (finished) - A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in spark-ignition engines. Motor gasoline, as defined in ASTM Specification D 4814 or Federal Specification VV-G1690C, is characterized as having a boiling range of 122 to 158 degrees Fahrenheit at the 10-percent recovery point to 365 to 374 degrees Fahrenheit at the 90-percent recovery point. "Motor gasoline" includes conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. *Note:* Volumetric data on blending components, such as oxygenates, are not counted in data on finished motor gasoline until the blending components are blended into the gasoline.

a. **Reformulated Gasoline** - Finished motor gasoline formulated for use in motor vehicles, the composition and properties of which meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under Section 211(k) of the Clean Air Act. *Note:* This category includes oxygenated fuels program reformulated gasoline (OPRG) but excludes reformulated gasoline blendstock for oxygenate blending (RBOB).

b. **Oxygenated Gasoline** - Finished motor gasoline, other than reformulated gasoline, having an oxygen content of 2.7 percent or higher by weight and required by the U.S. Environmental Protection Agency (EPA) to be sold in areas designated by EPA as carbon monoxide (CO) nonattainment areas. *Note:* Oxygenated gasoline excludes oxygenated fuels program reformulated gasoline (OPRG) and reformulated gasoline blendstock for oxygenate blending (RBOB). Data on gasohol that has at least 2.7 percent oxygen, by weight, and is intended for sale inside CO attainment areas are

included in data on oxygenated gasoline. Other data on gasohol are included in data on conventional gasoline.

(Report sales of Oxygenated Gasoline under "Conventional Gasoline.")

- c. **Conventional Gasoline** - Finished motor gasoline not included in the oxygenated or reformulated gasoline categories. *Note:* this category excludes reformulated gasoline blendstock for oxygenate blending (RBOB) as well as other blendstock.

OPRG - "Oxygenated Fuels Program Reformulated Gasoline" is reformulated gasoline which is intended for use in an oxygenated fuels program control area during an oxygenated fuels program control period.

Oxygenated Gasoline - See Motor Gasoline (finished).

Parent - A firm that directly or indirectly controls another entity.

Propane Consumer Grade - A normally gaseous paraffinic compound (C₃H₈), which includes all products covered by Natural Gas Policy Act Specifications for commercial and HD-5 propane and ASTM Specifications D 1835. It is a colorless paraffinic gas that boils at a temperature of -43.67 degrees Fahrenheit. It does not include the propane portion of any natural gas liquid mixes, e.g., butane-propane mix.

- a. **Delivered Residential Propane** - Private household customers who purchase propane for the specific purpose of heating their home (include farm houses), water heating, and cooking. This includes sales of bottled gas delivered to the residence and truck sales delivered to the customer's tank, but excludes agricultural use.
- b. **Propane Sold to Customers for All Other End Uses** - Those customers who purchase propane for their own use including: commercial, institutional, manufacturing and agricultural establishments, motor vehicles, commercial or private boats, military, governments, utilities, railroads, construction and logging or any other nonresidential end use purpose.
- c. **Propane Sold to Refiners or Other Dealers Who Will Resell the Product** - Include all volumes of propane purchased by a trade or business with the intent of reselling the product to the ultimate consumer.

Rack Sales - Wholesale truckload sales, or smaller, of gasoline where title transfers at a terminal.

RBOB - "Reformulated Gasoline Blendstock for Oxygenate Blending" is a motor gasoline blending component which, when blended with a specified type and percentage of oxygenate, meets the definition of reformulated gasoline.

Refiner - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have those products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

Reformulated Gasoline - See Motor Gasoline (finished).

Reseller - A firm (other than a refiner) that carries on the trade or business of purchasing refined petroleum products

and reselling them to purchasers other than ultimate consumers without substantially changing their form.

Residual Fuel Oils - A general classification for the heavier oils, known as No. 5 and No. 6 fuel oils, that remain after the distillate fuel oils and lighter hydrocarbons are distilled away in refinery operations. It conforms to ASTM Specifications D 396 and D 975 and Federal Specification VV-F-815C. No. 5, a residual fuel oil of medium viscosity, is also known as Navy Special and is defined in Military Specification MIL-F-859E, including Amendment 2 (NATO Symbol F-770). It is used in steam-powered vessels in government service and inshore powerplants. No. 6 fuel oil includes Bunker C fuel oil and is used for the production of electric power, space heating, vessel bunkering, and various industrial purposes.

- a. **No. 5 and No. 6 Fuel Oil Sold Directly to the Consumer** - Includes sales to businesses such as ships, mines, smelters, manufacturing plants, electric utilities, drilling, railroad.
- b. **No. 5 and No. 6 Fuel Oil Sold to Dealers, Resellers and Refiners** - Includes sales to businesses such as ships, mines, smelters, manufacturing plants, electric utilities, drilling, railroad.

Retailer - A firm (other than a refiner, reseller, or reseller / retailer) that carries on the trade or business of purchasing refined petroleum products and reselling them to ultimate consumers without substantially changing their form.

Sale - The transfer of title from the seller to a buyer for a price. EXCLUDES: Intrafirm transfers, product consumed directly by the reporting firm, or sales of bonded fuel, and products delivered/loaned to exchange partners except where the amount supplied exceeds the amount received and the differential is invoiced as a sale during the year.

Subsidiary - An entity directly or indirectly controlled by a parent. A subsidiary is any corporation with more than 50% of its voting stock owned by another corporation.